**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_\_**

**True/False**

**Circle T if the statement is true or F if the statement is false.**

**T F 1.** A table of contents is usually found at the end of document.

**T F 2.** The manual table of contents option allows you to create a table of contents on your own.

**T F 3.** You can choose a hyphen as tab leaders for a table of contents.

**T F 4.** Only text formatted with a heading style can be included in a table of contents.

**T F 5.** You can choose to update only the page numbers in a table of contents.

**T F 6.** Hyperlinks can be applied to text or graphics.

**T F 7.** When you create an email link, the Outlook application will automatically open.

**T F 8.** A bookmark is a reference point in a document.

**T F 9.** An endnote is a citation and placed at the end of the document.

**T F 10.** Deleting a footnote or endnote will automatically renumber the remaining footnotes or endnotes.

**Multiple Choice**

**Select the best response for the following statements. Place the letter of the correct answer on the blank provided.**

**\_\_\_\_\_1.** A table of contents is located at the \_\_\_\_\_\_ of the document.

**a.** Middle

**b.** End

**c.** Beginning

**d.** None of the above

**\_\_\_\_\_2.** Tab leaders can be changed into what types of symbols for use in a table of contents?

**a.** Periods

**b.** Hyphens

**c.** Lines

**d.** All of the above

**\_\_\_\_\_3.** Which menu will allow you to add content to the table of contents?

**a.** Update Table

**b.** Add Text

**c.** Add Bookmark

**d.** None of the above

**\_\_\_\_\_4.** When adding a page or text to a table of contents, it is recommended that you

**a.** Click the Update Table button on the Ribbon

**b.** Press F9

**c.** Click the Update Table button above the table of contents

**d.** All of the above

**\_\_\_\_\_5.** By default, a footnote is placed

**a.** At the beginning of the document

**b.** At the end of the document

**c.** At the end of the page

**d.** Below text

**\_\_\_\_\_6.** Formatting a footnote in a document, per MLA style, should be

**a.** single spaced with a hanging indent and triple spaced

**b.** single spaced with a hanging indent and doubled spaced between each footnote

**c.** doubled spaced with a hanging indent and single spaced between each footnote

**d.** No format is needed.

**\_\_\_\_\_7.** Hyperlinks can be linked

**a.** From one page to another page

**b.** As a website

**c.** As email

**d.** All of the above

**\_\_\_\_\_8.** Reference points in a document are created using which command?

**a.** Bookmark

**b.** Hyperlink

**c.** Email

**d.** All of the above

**\_\_\_\_\_9.** The Footnote and Endnote dialog box contains an option to change the page number

format to

**a.** Uppercase Roman numerals

**b.** A1, A2, A3, etc.

**c.** a and b

**d.** It is not an option.

**\_\_\_\_\_10.** Endnotes can be converted to which of the following?

**a.** Table of contents

**b.** Footnote

**c.** Hyperlink

**d.** They cannot be converted.